

## DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

### I. IDENTIFICATION

Official Position Title: <u>Building Custodian</u>	Official Position No.: _____
Job Location: <u>DCA</u> - <u>Guam Public Library Systems</u> - <u>Administrative Support Unit</u>	
(Department/Agency)	(Division)
Name: <u>N/A</u>	
Last	First
Middle Initial	Position Vacant
Pay Grade: <u>C</u> <input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Unclassified
Supervisor: _____	_____
(Name of Direct Supervisor)	Title of Supervisor

### II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p><b>ESSENTIAL FUNCTIONS:</b> Organize and list duties and responsibilities that <b>MUST</b> be performed. List duties in one of the formats below.</p> <p style="margin-left: 40px;">(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p style="margin-left: 40px;">(2) Percentage of time and show % for each (total % equals 100%).</p> <p style="margin-left: 40px;">(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: <input type="checkbox"/> (1), <input checked="" type="checkbox"/> (2), <input checked="" type="checkbox"/> (3)</p>
35%	<p><b>Building:</b> Maintains all branch library building with the Guam Public Library System (GPLS) so that it is adequate to the public and is in a state of good repair. Using the proper equipment, floors and stairways are swept, mopped, buffed, waxed; and carpet vacuumed daily. Wipes and dusts furniture, office equipment, interior walls, glass windows/doors, bookshelves, and library materials daily. Cleans bathrooms (sink, toilet, floor) are cleaned using cleaning solutions and disinfectants daily. Cuts grass and do landscaping around the buildings and parking lots are maintained three times a month using the proper equipment. Replaces washers, nuts, bolts, electric light bulbs and other similar minor repair work. Maintains sidewalks, entrance and exit walkways, exterior walls, garage area using proper equipment growing algae three times a week.</p>
29%	<p><b>Ensures a safe environment in all library branches for library patrons and employees.</b> Secures flammable and cleaning solutions containing hazardous chemicals or disposes of after each item used. Ensures children's, adult's and reference sections of the library, employees work areas, hallways, stairways, bathroom, and sidewalks are free from hazards. Applies safe and sanitary work practices on the job. Promotes safety signs throughout the libraries, setting up "Caution" and "Warning," signs notifying patrons and employees of hazards. Submits reports/recommendations to GPLS director or supervisor when necessary.</p>
12%	<p><b>Equipment and Safety.</b> Responsible for the maintenance and security of all custodial tools, equipments and supplies are maintained in good working condition at his assigned branch location. Ensures safe operation and practices involved in building custodial work and report to director and supervisor on assessment and repair needs of his assigned location. Responsible for tools, equipments, and supplies assigned for his branch location. Secures and prepares all branch libraries' materials, office equipments and furniture's, lawn equipments, window and door shutters before notification of the setting of Condition of Readiness II. Keeps records and reports to the director and supervisor on assessments and repair needs for his assigned library branch. Assists in keeping all government vehicles clean.</p>
	<p><b>NON-ESSENTIAL OR ADDITIONAL FUNCTIONS:</b> List duties and responsibilities not listed above that <b>may</b> be performed, as assigned.</p>
1%	<p>Pursuant to Public Law 29-35 as follows: An Act to add a new §80127 to Chapter 80, Title 5, Guam Code Annotated, relative to reserving the Hagatna Library Parking Lot for the exclusive use by library employees and patrons. §1...Enforcement of the provisions herein this Section shall be the responsibility of the Guam Police Department; however, the Chief of Police may authorize any employee(s), designated by the Director to issue citations for violation of this Section.</p>
3%	<p>Develops a work schedule and assignments for the cleaning and minor maintenance of the building and premises and courier services.</p>
2%	<p>Assists library technicians in logistical arrangements for various library programs and functions (chairs, tables, bookshelves, etc.)</p>
2%	<p>Provides courier services for GPLS administrative unit and technical processing division to deliver monthly processed library materials and retrieve requested library materials from branch libraries' for patrons, bookshelves, furniture, office and custodial supplies to respective branch libraries and other government agencies.</p>
5%	<p>Assists in ordering custodial supplies and equipment.</p>

5%	Attends monthly staff meetings.
5%	Represent Guam Public Library System in governmental committees or task force.
1%	Participates in continuing education opportunities, such as seminars, conferences and workshops.

**III. CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input checked="" type="checkbox"/> 15 – 50% of total working hours	<input type="checkbox"/> Over 50%
B. Outside your department / agency. Mark (X or √)			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input checked="" type="checkbox"/> 15 – 50% of total working hours	<input type="checkbox"/> Over 50%

**IV. SUPERVISION RECEIVED:** How closely is the employee's/jobholder's work reviewed by the direct supervisor? Mark (X or √) one correct response.

<input type="checkbox"/>	Detailed and specific instructions / procedures received or followed for each assignment.
<input checked="" type="checkbox"/>	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
<input type="checkbox"/>	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
<input type="checkbox"/>	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**V. SUPERVISION EXERCISED:** The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
N/A		

**VI. EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Riding Mower	20%
Push Mower	10%
Pressure Washer (Water Blaster)	20%
Blower	10%
Electric Drill	5%
Bush Cutter	10%
Vacuum Cleaner	15%
Electric Buffer	5%
Computer	5%

**VII. JOB REQUIREMENTS**

Mark (✓ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

**A. MINIMUM QUALIFICATION REQUIREMENTS:** List the minimum experience and training a qualified applicant must have before employment.

**1. WORK EXPERIENCE:** List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (✓ or X) "No work experience required."

<input type="checkbox"/> No work experience is required.	
General: Performs a variety of building custodial and housekeeping work.	
Specialized:	
Supervisor / Management:	
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.	
Ability to learn and apply the standard methods, practices, tools and equipment involved in building custodial work.	
Ability to perform arduous physical tasks on ladders and in strained and awkward positions.	
Ability to develop skill in the use and care of building custodial tools and equipment.	
Ability to apply safe and sanitary work practices on the job.	
Ability to understand and follow oral instructions.	
Ability to work effectively with the public and employees.	

**2. FORMAL EDUCATION OR TRAINING:**  
Mark (✓ or X) the **most** applicable education level required.

- a.  Below High School – Show Number of Years
- b.  High School Graduation / GED
- c.  Vocational / Technical School

Show specific training that is required by this position.

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- d.  Some College

Show number of  Semester Hours \_\_\_\_\_ or  Quarter Hours \_\_\_\_\_.

Show specific courses required by the essential functions of this job.

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e. College Degree (Show major area of study required.)

Associate's : \_\_\_\_\_

Bachelor's: \_\_\_\_\_

Master's: \_\_\_\_\_

Beyond Masters: \_\_\_\_\_

**3. CRITICAL SKILLS / EXPERTISE:** List specialized skills or specialization needed to perform essential functions.

**4. LICENSE, REGISTRATION OR CERTIFICATION:**

List possession of required license, professional registration/certification needed to perform essential functions.

**B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:**

**1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | Sitting                  | The job requires the employee to sit in a comfortable position most of the time. The employee can move about.          |
| <input type="checkbox"/>            | Sitting                  | Employee is required to sit for extended periods or time without being able to leave the work area.                    |
| <input checked="" type="checkbox"/> | Sitting/Standing/Walking | The employee is required to sit, stand, walk most of the time.   |
| <input checked="" type="checkbox"/> | Climbing                 | Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.                           |
| <input checked="" type="checkbox"/> | Lifting                  | Employee is required to raise or lower objects from one level to another regularly.                                    |
| <input type="checkbox"/>            | Pulling and/or Pushing   | The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee. |
| <input checked="" type="checkbox"/> | Carrying                 | The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).               |
| <input checked="" type="checkbox"/> | Reaching                 | The employee is regularly required to use the hands and arms to reach for objects.                                     |
| <input checked="" type="checkbox"/> | Stooping and Crouching   | The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.               |
| <input checked="" type="checkbox"/> | Crawling                 | Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.         |
| <input type="checkbox"/>            | Speaking                 | The job requires expressing ideas by the spoken word.  |
| <input type="checkbox"/>            | Listening                | The job requires the perception of speech or the nature of sounds in the air.  |
| <input type="checkbox"/>            | Other                    | Describe the requirement.  |

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.**

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counselors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. The job's most appropriate work environment and the weather exposure.**

Show what percent of a typical workday is spent.  
(Select one response only)

- 50 % Indoors in a comfortable temperature-controlled environment (for instance, in an office).
- % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
- % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- 50 % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

**4. Other physical working conditions**

Mark (X or ✓) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

- % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).
- % Vibration (i.e., operating jackhammer, impact wrench).
- % Noise (Exposure at a level enough to cause hearing loss or fatigue).
- % An improperly illuminated or awkward and confining work space.
- 15 % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).
- 10 % Lifting or carrying items or objects. Describe item/object and weight:  
Books, supplies, tools and occasional yard debris.
- % Heat. Describe source and degree of high temperature.  
\_\_\_\_\_
- % Cold. Describe source and degree of cold temperature:  
\_\_\_\_\_  
\_\_\_\_\_

**5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.**



**VIII. SUPERVISOR'S REVIEW**

**IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor**

a.	(1) Has the employee correctly stated his or her official payroll position title? [ ] Yes [ ] No								
	(2) If not, what is the correct title? _____								
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [ ] Yes [ ] No								
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____								
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="0"><thead><tr><th style="text-align: center;">Name</th><th style="text-align: center;">Title</th></tr></thead><tbody><tr><td colspan="2"><u>N/A</u></td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	Name	Title	<u>N/A</u>		_____	_____	_____	_____
Name	Title								
<u>N/A</u>									
_____	_____								
_____	_____								
d.	Does this position require (mark one) [ ] Immediate supervision on a regular basis, [ X ] Immediate supervision only for new/complex tasks, or [ ] Little immediate supervision.								
e.	Does the employee participate in (mark those appropriate) the [ ] Formulation, [ ] Interpretation, and/or [ ] Application of Agency/Department policy. Give examples: _____ _____ _____								
f.	The employee (mark one) [ X ] Performs routine, well-defined tasks, [ ] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [ ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.								

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
Signature of Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department/Agency Head

\_\_\_\_\_  
Date

**IX.**

**Human Resources Office Review:**

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Position Title

\_\_\_\_\_  
Name

Classification Correct: [ ] Yes [ ] No

If not, corrective action taken: (Attach copy of review made)

\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date